



DPS-STAFF OFFICER (MHP)

Characteristics of Work

This is law enforcement/administrative work in assisting the administrative superior in formulating, directing, and coordinating a wide variety of the Department of Public Safety in one of the following functional areas of work: Law Enforcement, Accounting, Public Affairs, Personnel, Communications, Management of Information Systems, or technical support service including Special Projects. Thorough knowledge is required of the operation of the Department of Public Safety as well as considerable knowledge in the theory and practice of law enforcement, administrative organization, office methods and procedures which relate to the functional areas of work assigned. The work includes responsibility for analyzing administrative problems and requires the exercise of a high degree of independent judgment in the interpretation, application and enforcement of statutes, rules, regulations, and policies. Employees work under the general supervision of the administrative superior. The job class is to be used by Troopers within the Department of Public Safety.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university;

AND

Experience:

Four (4) years of experience related to the above described duties; two (2) of which must have been in line or functional supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university.

AND

Experience:

Five (5) years of experience related to the above described duties; two (2) of which must have been in line or functional supervision.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Nine (9) years of experience directly related to the above described duties; two (2) of which must have been in line or functional supervision.

Substitution Statement

Related education and related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Moderate: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Color Vision: Ability to identify colors.

Motor Coordination: While performing the duties of this job the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to stand; walk; sit; and reach with hands and arms. The incumbent is occasionally required to stoop, kneel, crouch, or bend.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

ESSENTIAL FUNCTIONS:

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Supervises Department of Public Safety staff in the completion of law enforcement activities.

2. Serves as a representative of the department with various institutions, state officials and the public to enhance the image of the department.
3. Serves as administrator for program functions.
4. Performs law enforcement activities.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Coordinates the work of staff in matters of policy and administration.

Patrols assigned area to detect violators of the law.

Issues citations and/or makes arrests when necessary.

Assists in maintaining security during natural disasters.

Provides assistance/protection to the public in emergency situations.

Represents the interests of the department and its programs with other institutions, state officials, and the general public.

Reviews the work of the various sections, branches, and field offices, coordinates their activities and advises them on matters of policy and administration.

Recommends needed regulations, policies, and procedures for proper administration of programs.

Maintains liaison with other agencies, divisions or department of municipal, county, state and federal government.

Assumes responsibilities for discipline, training, and professional standards of assigned personnel, and for effectiveness and efficiency of all operations in assigned areas of responsibility.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.